

COMMUNITY ACTION BOARD ADVANCE
MINUTES

September 16, 2011

Present: Awichu Akwayna, , Denise Reed; Adriana Paulson, Rebecca Baez, Jeannine Nash, Ana Briones-Espinoza, Filipa Rios, Scott Suckow; Keith Stevenson, Jasmin Kirkland, and Margie de Ruyter

Excused: Ann Durham and Sonia Ruiz

Absent: Nelson Leone and Paul Moose

Staff: Juana S. Duenas, Dan Vasquez, Corinne M. Rodriguez, George Jones, Susan Moreno, and Maria Munar

Guests: None

Call to Order: (Ana Briones-Espinoza – Chair) **12:15 P.M.**
Roll Call:
Roundtable - Introductions

Acceptance of Agenda

Moved: Filipa Rios

Second: Adriana Paulson

Unanimous

Approval of Minutes

- August 10, 2011

Moved: Rebecca Baez

Second: Denise Reed

Unanimous

Action Items:

- CAB By-Laws

Handouts:

- ✓ Community Action Board Resource Guide
- ✓ Community Action Plan (2012- 2013)
- ✓ Community Action Board By-Laws Board Letter
- ✓ Community Action Board By-Laws
- ✓ Community Action Partnership FY10-11/CY2011 Expenditure Report
- ✓ Community Services Block Grant (CSBG) – Performance Outcomes
- ✓ Community Action Partnership Presentation

Presentations: CAP Program Overview (CSBG Funded Programs) – Power Point presentation by Juana Duenas

- Community Services Block Grant (CSBG) – Performance Outcomes – Juana Duenas/Dan Vasquez
There are 6 Performance Outcomes
 - 1) That low-income people become self-sufficient (relates to families).
 - 2) The conditions in which low-income people live are improved (related to community).
 - 3) Low-Income people own a stake in their community (capacity building).
 - 4) Partnerships among supporters and providers of services to low-income people are achieved (building partnerships).
 - 5) Agencies increase their capacity to achieve results ((growth).
 - 6) Low income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.
- CAP reports on National Performance Indicators (NPI's). These are outlined on FY 2012-13 CAP Plan. CAP projects one year out on plan and reports twice a year. CAP projects a 10% increase in performance outcomes every year.
- CAP is looking at National Trends and comparing with our current performance. San Diego has the advantage of being under HHSA and puts us a little ahead of the game from other counties in California. Our current focus:
 - Are there still gaps there? Are we hitting the numbers?
 - FSS results are provided to CAB on a monthly basis and additional data can be provided for CAB to understand which of those areas are contracted out and whether or not the goals being met.

- An RFP for the FSS program is coming out next year and the conversation with the contractors will be: Do we do continue business as usual; or do we shift and look at the NPI's and do something else. Hopefully CAB will take part of that. What is it within the FSS or CSBG structure that we need to move away from or bring in?

Discussion:

CAP Program Priorities and Gaps as identified by public hearings conducted in 2010:

- Employment /Employment Supports
- Financial Education Assistance
- Housing Supports
- Emergency Food Assistance
- Access to Benefits
- Transportation
- Other needs:
 - Child/Family Development
 - Independent Living
 - Quality of Life/Assets
 - School Based FSS
 - EITC
- Short-term goals: CAP staff will provide CAB with program information/outcomes to keep the group up to date on each program. This will give the board an understanding of what these programs do. Two examples are the past National Conflict Resolution Center and the upcoming THRIVE program presentation.
- Process: Staff provides the data and numbers to CAB. The program questions: Monitor program outcomes; how the program addressing needs and gaps are; what is the benefit of funding this program; when programs are leveraged, where is the funding coming from and when programs are leveraged, what is the end result.
- If CAB determines further training is needed, CAP will arrange with Tim Reed from CAL-NEVA to provide CAB training to our local board.

CSBG Funding Allocation for FFY 2012

- We must prepare for a potential 50% cut in spending and perhaps for potential competition for CSBG funds.
- We've been following the budget projections with National CAP and there are two bright spots: during the President's budget address, one of the guests was invited to sit with the First Lady was a CAA client; and second, the President mentioned potential summer jobs for youth. This is a positive sign that the President and First Lady have an eye on the program.
- The downside is that there will have to be cuts in other services.
- The State's expectation is that we leverage CSBG dollars because they realize it is not nearly enough to cover all the needs that are out there.

Contingency Plan for Potential 50% CSBG

- The State's Plan was submitted to the FEDS which included two funding scenarios for San Diego: a 3% and a 50% reduction.
- FSS contractors are aware and are looking at priorities based on the community's needs.
- CAB needs to be aware of potential CSBG allocation cuts because there is a potential that CAB may have to vote and make recommendations on program/service reductions in the near future.

CAB Meeting Schedule – Juana Duenas/All

- CAB discussed potential for new meeting schedule. It was agreed by a 7 to 2 vote to change CAB's regular monthly meetings from the second Wednesday of each month 5:30 p.m. - 7:00 p.m. to the second Friday of the month from 2:30 p.m. - 4:00 p.m. This will go into effect beginning on October 14, 2011. The November meeting date to be determined due to November holiday conflict.
- Nelson Leone, Paul Moose, and Ann Durham will be notified.
- Meeting Attendance: A quorum has been a challenge for this board due to CAB member's absences and lack of alternates. Frequency of meetings can be revisited once consistency has been established.
- There is a big push to have the public join the board. How do we engage and mentor them so that they can feel comfortable to serve on the board? 1/3 of the board must be represented by our Economically Disadvantaged sector.
- Reach out to contractors to possibly hold meetings at their sites and have their input.
- On line meetings: County Council concerns are that we are required to post the agenda and to make sure that

the venue is open to the public if they wish to attend. You would be required to post the agenda as soon as you receive it (72 hours before the meeting). To accommodate the public, a dedicated computer or the sharing of a computer is necessary and that can sometimes be difficult to do. Phone conferencing and WebEx conferencing was also suggested.

Reformatting CAB Agenda

- Regional Reports: Each CAB member should review the CAP Plan and based on top priorities (Requirement 1) resulting from the CAP public hearings, each should choose one of the priorities and discuss at each meeting. Discussions should be focused and related to what each member is doing throughout the community.

CAB Vacancies

- CSD is currently conducting a desk review. There is a potential of a finding because we have failed to fill all vacancies.

CAB Attendance

- Absences
 - Missing 6 meetings in one year or 3 consecutive meetings is a reason to be removed from the board.
 - It is the chair's responsibility to inform the person of the potential removal.
 - Absences (excused or not) will be evaluated on a case by case basis.

Community Action Board By-Laws

- CAB agreed to add Scott's/CABs recommendations to by-laws (page 9). Juana will revise and send before next CAB meeting. The recommendations are:
 - 1) Replace allocate with recommend
 - 2) Assist in ensuring compliance of membership composition
 - 4) Struck that out because it applies to private CAP's
 - 6) Struck that out as well
 - 8) Instead of the word participate, make recommendations for the development
 - Page 6/7 regarding residency has been changed by County Council regarding 1/3 of the board should be represented by the Economically Disadvantaged Sector.
- Approval of CAP By-Laws as discussed with additional recommendations
Moved: Denise Reed Second: Filipa Rios Unanimous

CAB Vacancy Public Media/Outreach - Ana Briones-Espinoza

- AD HOC Committee: Ana Briones-Espinoza (Chair), Demise Reed, Jeannine Nash, Rebecca Baez and Sonia Ruiz.
 - No report from Ms. Briones-Espinoza.

CAB Retreat

- Pluses
 - Development of goals given direction and focus.
 - Understanding what role is and sense of direction.
 - Schedule is a plus.
 - Ana's facilitation.
 - Understanding and building capacity as a board.
 - Great location.
 - CAB Resource Binder and CAP Plan at meeting is a plus.
- Deltas
 - Need a whole day for longer discussion on priority areas..
 - Plan ahead for an all day retreat with a trained facilitator which would require strategic planning.
 - Outreach/Marketing
 - Board member attendance required the whole retreat.

Director's Report:

Community Nutrition Expansion Project - Sylvia Melena

- The Health and Human Services Agency (HHSA) will receive \$700.00 in federal nutrition education grants - \$350,000 for Public Health and \$350,000 for Social Services. (Food and Nutrition Service SNAP-Ed Grant)
- San Diego was one of 22 pilot counties selected to receive this grant.
- The grants will fund nutrition education activities from October 2011 through September 2012.

- Goal: “implement a comprehensive public nutrition program to promote the 2010 Dietary Guideline, and increase fruit and vegetable consumption and physical activity among the SNAP-Ed eligible population.
- Eligible Population: SNAP recipients or potentially eligible recipients. This project will support *Live Well, San Diego!*: Building Better Health, the Nutrition Security Plan, the Childhood Obesity Plan and other key initiatives for the advancement of the County’s vision of healthy, safe and thriving communities.

CalFresh replacement Benefits

- Current San Diego County CalFresh recipients whose food was purchased with CalFresh benefits and spoiled during the power outage on September 8, 2011 may be eligible for replacement CalFresh benefits. Requests for replacement CalFresh benefits were being accepted by the County through September 19, 2011. Eligible individuals were to all 2-1-1 for more information.
- HHSA sent a reminder to staff on Friday morning, September 9, 2011.
- To reach out to the community, the County provided information on replacement benefits to CalFresh community partners, so that they could share it with CalFresh recipients who inquired. The County also coordinated with 2-1-1 San Diego. 2-1-1 provides callers information on how to request the benefits.

Action Items:

- Social Services Advisory Board (SSAB) meeting reminder will be sent to CAB Members.
- Juana will send CAP By-Laws and prepare Board Letter.
- Margie de Ruyter will send attendance matrix to CAP.

CAB Member's Reports

None

Announcements:

None

Adjournment:

3:47 PM

Moved: Awichu Akwayna

Second: Margie de Ruyter

Approved by Consensus

Minutes approved by:

Ana Briones-Espinoza, Chair

Date